



INFORMATION FOR PARENTS



Dear Parents,

WELCOME TO SOUTH BRENT PRIMARY SCHOOL

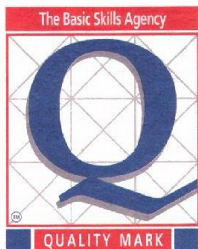
Choosing a school for your child can sometimes be a difficult decision for parents. At South Brent Primary we are committed to providing opportunities to visit the school and hear first hand about our organisation, policies and philosophies.

Schools today work in a climate of educational change. Whilst it is important to embrace new initiatives to enhance learning and achieve high standards, we believe it is also important to create something special about a child's time in the Primary School. To this end we are equally committed to ensuring our children are happy and valued. We celebrate those magic moments in children's lives, such as the birth of a new sibling, funny stories from home, achievements won out of school and projects generated by their own initiative. We make time to appreciate their awe and wonder at the world in which they live. We believe that primary education should be something children look back on in later life and cherish.

We are dedicated to a 'whole school' ethos and constantly strive to turn our whole school philosophy into whole school practice. The door is always open and we welcome you to join us.

With best wishes,

Nick Burstow
Head of School



SCHOOL STAFF AND RESPONSIBILITIES

Head of School

Mr Nick Burstow

Teaching Staff:

Mrs Rachel Brown
Mrs Alice Faulkner
Mrs Sarah Greening
Miss Jeni House
Mr Scott Malpas
Miss Rachel Osman
Mrs Melanie Parry
Mrs Susan Steel
Mr Ian Stephenson
Miss Jasmine Tanner
Mr Robert Tayler
Mr James Turner

First Aider at work

Mr Scott Malpas
Mrs Lynne Scott

**Designated officers for safe
guarding**

Mrs Susan Steel
Mr Nick Burstow

Learning Support Assistants:

Mrs Sarah Buckpitt
Mrs Debbie Burnitt
Miss Elizabeth Chandler
Mrs Susan Fricker
Mrs Sandie Hard
Mrs Tracey Kirkby
Mrs Hayley Marshall
Miss Katy Mott
Mrs Alison Roberts
Mrs Jackie Scales
Mrs Lynne Scott
Mrs Lucy Simister
Mrs Abbie Skinner
Mrs Pat Stewart
Mrs Carol Winnington-Ingram

**Business Administration
Manager:** Mrs Denyse Pengilley
Administration Assistant: Mrs Jacqui Tidball
**Curriculum Administration
Support:** Mrs Rachel Chilcott

Catering Manager: Mrs Lesley Stanier
Catering Assistants: Mrs Natalie Roberts
Mrs Anna Jackson

Premises Manager: Mr Matthew Clayton
Premises Cleaner Mrs Yvonne Chapple
Premises Cleaner Mrs Tina Baker

Mealtime Assistants: Mrs D Burnitt
Miss E Chandler
Mrs H Marshall
Miss Katy Mott
Mrs Lucy Simister
Mrs A Skinner
Mrs P Stewart

Other Important People:

Chair of Governors: Mrs Jacqui Hopper c/o South Brent Primary School
Vice Chair of Governors: Mr Colin Vallance c/o South Brent Primary School
Clerk to Governors: Mrs. Charlotte French c/o South Brent Primary School

**Chair of
School Association:** Mr A Major, c/o South Brent Primary School.

Uniform Kit List

Footwear

Any colour flat, low heeled shoe or sandal firmly secured to child's foot permitted.

Trainers permitted.

Boots **not** permitted.

Shoes with flashing lights permitted

Skates or blades **not** permitted.

Jewellery

Watches and stud earrings permitted.

Any other jewellery **not** permitted.

Headwear

Hats or headscarves are **Not** to be worn inside the school (unless by permission for a particular religious or medical reason).

Underwear

Thongs **not** permitted.

Make up and nail varnish

Make up and nail varnish **not** permitted.

The Modern Uniform Policy has three strands.

Strand One – Is a mandatory core and children are required to wear:-

Trousers, skirts or shorts

in black, grey or navy

Shirts

in white, sleeved (short or long) any style

Tops

in plain royal blue, sweatshirt, cardigan, jumper or fleece

PE Kit

blue T-shirt with school name printed on the back – purchased from school

plain black sports shorts

Strand Two – Free choices

Socks and tights – in any colour

Belts – in any colour

Footwear – in any colour but must comply with statement on footwear

Summer dresses – in blue and white – any style or pattern (checks/stripes)

Strand Three – School Range of Optional Accessories

(exhibited in our own catalogue and purchased through school)

Book Bags

Rucksacks

Drink Bottles

Pencils

PE Kit *(sports use only)*

- Track Suits

Safety Clothing

- Reflective jackets
- Sun screen kits

Our School is aware that children often walk and cycle to school in poor light and weather conditions. If clothing is dark it is sometimes difficult for children to be seen by drivers especially during the winter months. School Governors, as a result, have included reflective materials and safety items as part of their school's uniform catalogue.

**Parents and Carers are responsible for what
their children wear to school**

The School Day

Children should arrive at school between 8.50am and 9.00am for the morning session and, for children who go home for lunch, between 1.05pm and 1.15pm for the afternoon session.

Morning session: **All children** **9.00am – 12.00pm**

Afternoon session: **Key Stage 1** **1.15pm – 3.15pm**
 Key Stage 2 **1.15pm – 3.20pm**

Registration closes at 9.10am in the morning and 1.25pm in the afternoon. Arrival at school after these times will result in a late mark.

Absences

It is important to ensure that your child attends school regularly and at the agreed times. If your child is late or absent from school we will need an appropriate explanation either by letter, telephone, or in person to the class teacher, so that we can determine if your child's absence is authorised or unauthorised. If we are not given a reason by parents we must assume any absence is unauthorised and record it as such. There is an absence form, obtainable from the school office, for occasions when you may request in advance that your child be absent. Holidays during term time will only be authorised in exceptional circumstances. Requests for absence during the Year 6 SAT week will **not** be authorised. The Education Welfare Service monitors all children's attendance at school and actively challenges unauthorised absences and late marks.

School Website

The new school website address is south-brent-primary.com

School transport

Devon County Council has a policy on the provision of school transport. It provides free school transport where a pupil of compulsory school age lives beyond the statutory distance from the school serving the home address. The statutory distance is defined as two miles for pupils up to eight years old, and three miles for those aged eight and over. Further information is available.

Parking

If you find it necessary to come to school by car, please do not park on the school site. It is very important that the road loop is kept clear of parked cars, so please only drive onto the school site if you are dropping a child off and are not stopping. For the children's safety, the gate to the car park is shut at the end of the school day to prevent vehicles from entering the site. Please take great care when dropping off or picking up children. This is particularly important at the beginning and end of the school day when there is considerable congestion around the school entrance, and in wet weather. It is important that under no circumstances should anyone enter the school car park through the exit gate.

Cycling Proficiency

The school encourages children to cycle to school and will promote cycling as a positive way of travelling. Cycle storage is available by the school garden. The school works with the Local Authority to provide high quality cycle training to all year 6 pupils who wish to participate (Bikeability), and will provide access to advice and information on safe cycling.

Smoking

Smoking is not permitted anywhere on our school site.

Dogs

Dogs are not permitted on our school premises. Please do not restrict entrance and exit routes to our site by tying dogs anywhere that could hamper or endanger children's safe arrival and exit from school.

Health

The **school nurse** is a regular visitor to the school and acts as health advisor to pupils and parents. Parents can request to see the nurse. Please ask the school Admin staff for the appointment book or contact the school nurse Jane Marshall directly via Totnes Community Hospital on 01803 862622.

From time to time children come to school with **headlice**. These transmit from one child to another very quickly and easily as they are attracted to clean hair. **Please check your child's hair regularly** and **treat** any infestation **as soon as possible**. The only way to rid the school of headlice is if **ALL** parents inspect and treat their children's hair. Do not hesitate to contact the school or school nurse if you would like advice on treatment. During holiday periods please contact the School Health Service on 01752 272352.

Contagious Diseases.

There are regulations laid down in case of children contracting contagious diseases. To avoid spreading them you are asked to consult the school before your child returns. If you are unsure whether your child should be in school or not, with any medical condition, please ask the Admin staff to look up your concern in the schools '**SPOTTY BOOK**' (health guidance document for schools)

Medicines in school

School staff are not legally obliged to administer medicines. However, if it is essential for your child to take medicine at school, then parents must complete an 'Administration of Medicines in School' form available from the class teacher or school office.

Accidents and emergencies

We always aim to keep your child as safe as possible in school but it is inevitable that the occasional accident will happen. If your child has a minor accident they will be given first aid in school. If children are involved in anything more serious, you may rest assured that they would be attended to. The health centre is only a short distance from school and if required, we would accompany children to the casualty department of the local hospital in the ambulance.

We keep a register of emergency contact numbers and addresses for each child and you will be informed at the earliest possible moment if your child becomes ill or suffers an accident at school. If you change your address or telephone number **please let us know without delay**, so that we can keep our records up to date.

Allergies

We have a number of children in school with a serious food allergy to sesame seeds, sesame oil, chick peas and coconut, and one child is allergic to horse hair.

Coming into contact with these foods and allergies by touch or taste will result in these children having a serious reaction necessitating the school to call an ambulance and administer quick first aid procedures.

As we are sure you will appreciate, this puts our school family in a very serious position with regard to looking after these children.

I would therefore respectfully ask that you do not send your own children to school with playtime snacks or packed lunches that contain sesame, chick peas or coconut. These may include things like sesame burger buns, humus, tahini, coconut biscuits and cakes. We would really value and appreciate your support in this matter.

School snacks

Children may bring a snack to eat during mid morning break time. We request that snacks are fruit or a biscuit. **Sweets are not permitted.** As a school that has been part of the Healthy Schools initiative we would actively encourage fruit as the healthy choice.

KS2 children can purchase fair-trade snacks from the snack bar.

School meals

School meals are cooked on site daily. A fresh start menu is displayed on the school notice board near the main entrance and a copy of each month's meals is sent home in your child's book bag. The charge for a meal is a standard amount and current prices are available from the school office on request. If you would like your child to have a school meal, you should purchase pink dinner tickets from the cook in the main entrance hall on Friday mornings from 8.30 - 9.00am. Children may be entitled to free school meals and this is assessed by the Local Education office, in complete confidence. If you think your child may qualify do not hesitate to apply. Application forms are available from the school office. Children who bring a packed lunch to school are supervised alongside the children having a school meal. From time to time the kitchen staff produce themed lunches to support the children's learning of other cultures, festivals and celebrations.

Charges and remissions

Most education is free, but there are some circumstances when a charge may be requested. There is a Charging and Remission policy that has been adopted by the school, which specifies the detail of when, and on what basis, charges may be requested or made. Copies of the full policy are available from the school. Parents will be informed by letter of any request for charges. Wherever charges are made or voluntary contributions sought, the school will be willing to consider any request, either for remission of charges or for assistance towards the cost of an optional extra, in the interest of enabling as many pupils as possible to participate in worthwhile activities. However, where an activity is dependant on such contributions, that activity will not take place if there are insufficient contributions. All dealings with remissions will be treated confidentially.

School admissions

The School Admission policy is the responsibility of the Local Education Authority. Each Devon school serves a particular area but parents may apply for a place at any school. In general terms, the area served by South Brent Primary School comprises the South Brent and Avonwick parishes. Parental preference is honoured wherever possible. Please see Appendix 1 for over subscription criteria.

Complaints

You are particularly requested to discuss matters of complaint or grievance in the first instance with the class and head teachers. In the event that the matter cannot be resolved, the governing body will then consider the complaint in accordance with the school's complaint procedure. This procedure document is available from the Admin staff in the school office.

Volunteer helpers

Volunteering takes many forms and we appreciate the help that our volunteers give to support the work of our school. Please ask the Administrator for a copy of our 'Volunteers Information Guide' if you would like to join our volunteer team. All volunteers are required to be DBS cleared before volunteering in school.

Beyond the National Curriculum

A range of **extra-curricular activities** is available. Some of these are offered by school staff as clubs, e.g. Choir, Art, Athletics, Football, Tag Rugby etc, and some by peripatetic teachers, e.g. instrumental music lessons.

Educational visits and visitors are arranged to enrich and support children's learning.

An annual residential visit currently takes place for children in Year 6.

Assessment and reporting to parents

We believe accurate continuous assessment is essential in order to plan effectively for the needs of individuals and groups, to monitor progress and to record data, which can be used for reporting to parents and future teachers.

We welcome parents into our school and are happy to talk about any concerns parents may have about their children. It is advisable, if possible, to make an appointment with the class teacher for this purpose. Parents are invited into school to discuss their child's progress and to enjoy looking at their work in books and around the classroom.

A Foundation Profile is completed at the end of the reception year for children in our Foundation stage. Pupils take national standardised assessment tests at the age of 7 and 11 and all other year groups, with the exception of Year 1, take standardised tests in the summer term. The results of these, along with teacher assessments, are given to parents in a written report sent during the summer term.

Home-school agreements

We have a Home-School Agreement, which sets out the expectations of our home-school partnership. We ask parents and children to agree and sign this during the first year at school and thereafter it is agreed and signed by the child and their class teacher on a yearly basis.

Behaviour

We want our school to be a happy, safe place where we can all do our best. We have all agreed the following rules-

- Be polite and considerate to others and respect their property.
- Move around the school sensibly and quietly.
- Look after our school.
- Ask permission before leaving the room.
- Do as we are asked first time.
- Allow everyone in the class to work.

We operate a positive approach of encouragement and praise to develop self-esteem leading to effective self-discipline. Children are rewarded on a regular basis within the class teacher's reward system e.g. words of praise, stickers, stars and in whole school assemblies with merit certificates and special commendations.

We believe that children need to know clearly what bullying is and we use Circle Time, Drama and P.S.H.E. lessons to raise awareness and help resolve this unacceptable behaviour.

Bullying is not tolerated in this school.

If you wish to have a copy of our behaviour and anti-bullying policy please ask the school admin staff.

It is the liability of the parent should non accidental damage to school or public premises be caused by their child while at school or on school visits.

PRIVACY NOTICE For South Brent Primary School

Pupils in Schools

Privacy Notice - Data Protection Act 1998

We (**South Brent Primary School**) are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your child's contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as their ethnic group, special educational needs and any relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your child's information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about your child then please contact South Brent Primary School's **Administration Manager, c/o School Office.**

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.devon.gov.uk/j4s-privacynotice.htm>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>

<http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools

If you are unable to access these websites, please contact the LA or DfE as follows:

- Information Compliance Office
Information Management Team
Devon County Council
Room L 10
County Hall
Exeter
Devon
EX2 4QX

Website: www.devon.gov.uk
Email: dpoffice@devon.gov.uk
Tel: 01392 384682

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
email: info@education.gsi.gov.uk
Telephone: 0870 000 2288

**Oversubscription Criteria – Infant and Primary Schools 2014-15
not including St Rumon’s Church of England Infant School**
if there are more applications than places for in-year admissions

Any child whose Education, Health and Care Plan or Statement of Special Educational Needs names a school will be admitted to that school.

Where a number of applications exceeds the number of places available in any year group after the normal round intake at community and voluntary controlled infant and primary schools (the PAN or agreed admission limit) the LA will use the following oversubscription criteria to prioritise applicants:

- 1. Children in Care or who ceased to be in Care because they were adopted after 31 December 2005 or made the subject of a residence order or made the subject of a special guardianship order.**
 - 2. Children for whom exceptional social, medical or educational circumstances are demonstrated by the provision of independent, professional evidence.**
 - 3. Children living in the school’s designated area with a sibling attending the school (or a linked junior school) on the date of application.**
 - 4. Other children living in the school’s designated area.**
 - 5. Children living outside the school’s designated area, but with a sibling attending the school (or a linked junior school) on the date of application.**
 - 6. Other children.**
- a) For infant schools, if it is necessary to differentiate between children in category 3 or category 5, those children with a sibling attending the school will have priority over those with a sibling attending the linked junior school.
 - b) If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the school (yellow establishment marker) as plotted on Mapscape (GIS). The shorter the distance, the higher the priority. Where necessary, measurements will be to the closest metre. Parents should note that the direct line policy does not apply to school transport decisions.
 - c) If the tie-breaker at (b) is not sufficient to distinguish between applicants in a particular category, there will be a random ballot. This will be undertaken by the LA Admissions Manager in the presence of a County Councillor by the operation of an electronic random number generator.
 - d) For criterion 2, priority will be given to the admission of a child for whom an exceptional medical or social need to attend that particular school and no other is demonstrated, including where a child is admitted to a special educational needs support centre at the school. Such decisions will be made using the 2014 Devon Protocol for admission to children with Exceptional Medical or Social Need.

- e) Where applications are received from families with multiple birth siblings (twins, triplets etc) every effort will be made in accordance with the school's oversubscription criteria to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. The requirements of Infant Class Size Legislation will form part of any decision to offer a place above the PAN. This recognizes the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be offered the available place(s) or seek places at an alternative school with sufficient places to accommodate both or all of the multiple birth siblings. Multiple birth siblings admitted where one would be the 30th child in a Key Stage 1 class will be considered to be exceptions to Key Stage 1 class size legislation. This does not mean that they MUST be admitted as the class may not be large enough to admit more than 30 children.
- f) Where applications are made at the same time for two children who are not multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.
- g) Waiting lists are kept where there are more applications than places available. They are held in order of oversubscription criteria by the LA and may be shared with the relevant school after the first full week of term in September. Waiting lists will be kept so long as there is at least one name on them.
- h) Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school.
- i) For in-year admissions, a child must be on roll or have had a place offered at the school on the date the application was submitted to qualify under the sibling criteria.
- j) For children of UK service personnel and other Crown Servants the School Admissions Code requires schools to treat a family posted to their area as meeting residence criteria for the designated area even if a residential address has not been identified. This would require confirmation in the form of a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters.) Children of service families admitted in-year to a Key Stage 1 class will be considered to be exceptions to key Stage 1 class size legislation. This does not mean that they MUST be admitted as the class may not be large enough to admit more than 30 children.
- k) The criteria for St Rumon's Church of England Infant School, Tavistock include faith criteria. They can be found at:
www.devon.gov.uk/admissionarrangements.



South Brent Primary School
Totnes Road
South Brent
Devon

South Brent School Association

Dear Parents

Calling new members!

You may not be aware that there is an active and friendly association, which supports the school in the purchase of items outside of the basic curriculum requirements. We are pleased to have been involved in a number of projects, which help to enhance the school surroundings and make lessons that little bit more enjoyable for the children. Some of our recent purchases include -

- School Adventure Playgrounds.
- CD's and Portable Sound System.
- Items for Africa Week.
- An extensive collection of non fiction books For the school library.
- Digital cameras
- ENABLE resources
- Geography resources
- Visiting performance artists to enhance the curriculum

Membership is open to anyone who has an interest in supporting the school, not just parents. We arrange a number of events throughout the year, some specifically for the children, such as raffles, discos and competitions, and also some fun for the adults with social events and quiz nights etc.

If you would like to know more, please do not hesitate to speak to one of the committee members. A list of members is available from the School Administrator. You may already know some of us. Alternatively, I would be very happy to speak with you. Please feel free to contact me via the school office where I have a pigeonhole for any messages and correspondence.

I hope you will be able to join us, either as a committee member or as a person who is willing to volunteer your services on specific occasions.

Yours sincerely

Mr A Major
Chair